

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**CIVIL ENGINEERING TECHNICIAN III
ENGINEERING DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs intermediate professional and technical civil engineering work in the design, inspection, construction and maintenance of public works projects and facilities. Employee reports to the Assistant City Engineer.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs difficult design and construction work using technical engineering applications and principles. Employee receives assignments in specific or general terms and is expected to exercise independent judgment and initiative in developing work methods. Duties require the employee to inspect closely the City projects under construction and to assure existing facilities are maintained in accordance with the proper engineering practices and techniques. Work involves providing technical engineering service to City departments engaged in construction and maintenance of public works and general use facilities. Work also involves supervising technical personnel. Work is performed under general supervision of the Assistant City Engineer and is evaluated through conferences, observations and results of assigned projects.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Prepares and checks preliminary and final plans and designs for a variety of public works projects.

Coordinates field parties engaged in survey work; acts as survey party chief on unusual or difficult assignments.

Reviews construction plans and specifications for codes conformance to established City standards, policies and sound engineering principles.

Coordinates the activities of sub-professional engineering personnel engaged in public works construction projects; participates in inspection and materials testing procedures and techniques; participates in the inspection of projects for compliance with plans and specifications.

Provides contractors, consultants, other City departments and the general public with technical information relating to engineering projects.

CIVIL ENGINEERING TECHNICIAN III

Assists in the formulation of long-range programs for public works and related areas; performs special research and investigations pertaining to public works and related areas.

Assists in engineering support functions for City solid waste management and water availability; performs site investigations, drafting, calculations and limited specification writing.

Utilizes specialized computer applications to perform computer-automated drafting.

Performs professional surveying and supervises activities of a surveying crew.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of land and engineering survey systems, methods, and techniques.

Extensive knowledge of the principles and practices of civil engineering as applied to design and constructions of a variety of public works facilities.

Some knowledge of civil engineering as applied to the design, construction, and maintenance of various solid waste management projects.

Skill in the use of engineering drafting and surveying equipment.

Ability to adapt engineering methods and standards to the design and construction of a variety of City public works and related facilities.

Ability to supervise the work of subordinates.

Ability to express ideas effectively orally and in writing.

Ability to prepare technical reports.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM EXPERIENCE AND TRAINING

Associate's degree in civil engineering or a related field, with a bachelor's degree preferred, and 3 to 5 years of related experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

CIVIL ENGINEERING TECHNICIAN III

SPECIAL REQUIREMENTS

Licensed as a Registered Land Surveyor by the North Carolina Board of Registration for Professional Engineers and Land Surveyors. Possession of a valid driver's license issued by the State of North Carolina.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 16
Non-Exempt